**Chalk Ridge Primary School**

**Governor Evaluation – Record of Visit**

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| **Time and date:**  12th October 2018 |
| **People involved:** |
| 2 Teachers  Ian Ross (Governor) |
| **Purpose of visit:** |
| To carry out staff interviews as part of the annual Performance Management (PM) audit. In particular to enable governors to check/validate that the Performance Management process is being correctly, robustly and fairly operated.  In addition it will provide an opportunity to better understand the impact of the process on staff and outcomes, and to identify potential improvements. |
| **Summary of visit:** |
| I met with 2 teachers. One teacher (Teacher “A”) started at Chalk Ridge in September 2017, and one (Teacher “B”) was a more experienced member of the SLT, who is also involved in Performance Management for other staff. A larger number/broader cross section had been planned but was not possible due to staff illness. Whilst the teachers involved gave a wide spread, a further visit will be planned to extend the range of coverage.  The following questions were posed/areas discussed:   1. Was the process clear and understood? Has it been explained to them? 2. What was their experience of the process? 3. Did they believe that the process was fair and equitable? 4. How did they feel about the targets/objectives set. 5. What opportunities for CPD were discussed / included and how did the actual development activities match this? 6. What opportunities were provided for regular feedback, review and refinement? 7. To what degree did they consider the process had an impact on their performance and ultimately pupil outcomes? 8. What went well/no so well – what opportunities exist for us to improve the PM process.   Summary of Review Outcomes:   * Both teachers confirmed that the process was clear / understood by them. Teacher A advised that entering her first year of PM at Chalk Ridge, the Head had taken time to explain the process, what she needed to do, what evidence she should collect – it was well organised. Being new to a curriculum lead role, time was taken to assist her with ideas and approaches etc. * The objective setting/review processes (termly and annual) were described as a “Professional Discussion” leading to agreement on objectives / targets. * The objectives covered a range of areas, including targets from School Development Plan, curriculum/subject plans, and pupil/class data. * The targets were considered aspirational, but achievable. SMART targets were preferred as being more easily measured. * The termly review process was considered very helpful and supportive, providing an opportunity to “un pick” any areas where results/performance was not as required, and/or understand where additional evidence was needed. It also provided opportunity to review data and evidence to sharpen collection as/where necessary. * Despite natural nervousness, the PM process was considered a good experience, having a positive effect on teachers performance. * No issues were raised with the process and/or its delivery. * One possible area for improvement was suggested – whilst objectives are personal, it might be that a number of teachers have a similar/the same objective. Could we consider enabling them to work together for a common improvement. Obviously this would need to mapped against existing collective / collaborative working opportunities.   Overall, from these discussions, the PM process seems to be a positive, well managed, challenging and motivating process. |
| **Student observation points:** |
| N/A |
| **Staff observation points:** |
| N/A |
| **Key points arising:** |
| See above |
| **Questions arising from activities/observation:** |
| No questions arising |
| **Possible governor actions arising from visit (include names of relevant governors):** |
| 1. Raise idea for improvement with Head 2. Liaise with Head to arrange a further session to extend/broaden the review sample of teachers |
| **Any long term action/evaluation required as a follow up to this visit:** |
| No long term action needed, just annual reviews and items above |
| **IMPACT OF GOVERNORS VISIT** |
| This visit has helped to give the Governing body confidence that the PM policy & process have been implemented in a fair and equitable way, whilst also giving staff the opportunity to express any concerns directly to the Governors. |